

USDA

Rural Electrification Administration

April 8, 1952

DISTRIBUTION OF THIS PERSONNEL BULLETIN IS BEING MADE TO DIVISION CHIEFS AND SECTION HEADS. EACH SECTION HEAD WILL PLEASE SEE THAT EACH PERSON IN HIS SECTION READS AND INITIALS IT, AND WILL MAKE HIS SECRETARY RESPONSIBLE FOR SEEING THAT ALL EMPLOYEES PLACE THEIR INITIALS IN THE SPACE PROVIDED BELOW:

1.933
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PERSONNEL BULLETIN

No. 3135

A vacancy of the following type exists in the Voucher and Employee Accounts Section, Accounting and Auditing Division. If you wish to be considered for this position, a dated application should be made in writing to the Chief, Personnel Division, before the close of business April 11, 1952. THIS APPLICATION SHOULD SET FORTH YOUR EDUCATION, EXPERIENCE, AND THE REASONS YOU FEEL SUITED FOR THIS POSITION. (If a current detailed application (not form 57) is already on file in the Personnel Division, the new application need not be prepared in detail.)

<u>Title</u>	<u>Salary</u>
Secretary (Typing) GS-4	\$3175

Under the general supervision of the Head, Voucher and Employee Accounts Section GS-9, serves as secretary and clerical assistant and in that capacity relieves superior of those duties which can be delegated. Expedites the flow of work in the section. Answers the telephone, receives callers and answers inquiries concerning the work of the office or refers to superior those questions which she cannot answer. Uses discretion in giving out information. Attends conferences with superior where matters relating to the work of the office, organization, procedures, establishment of improved work methods and controls and related problems are discussed for the purpose of taking notes and later composing own resume of conferences. Types from rough draft and corrected copy memoranda, divisional instructions on organization and methods, procedures, reports and proposals. Prepares ditto masters, cuts stencils and other originals necessary for duplicating purposes. Receives incoming mail and memoranda referred to superior, bringing to his attention those matters of interest to him and assembles material for this use in reply and handling such matters personally when possible. On own initiative or with brief oral instructions composes correspondence and memoranda concerning the work of the office. On assignment, gathers information throughout the division for use of superior and persons in Chief's office. Makes final commitments for superior on meetings, interviews, etc. Sets up and maintains office files. Performs related tasks as required.

MINIMUM QUALIFICATIONS: (a) an eligible rating as a GS-4 typist from a civil service examination; or (b) completion of adequate course in typing plus one year of typing experience; or (c) completion of two years or its equivalent at a commercial school which has included typing; or (d) any combination of the above.

